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30 January 1981

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MEMORANDUM FOR: [REDACTED]

FROM: Edward L. Sherman
Director of FinanceSUBJECT: Effects of Personnel Freeze on the Office of Finance
and the Finance Career Service

1. The following paragraphs outline the impact we believe will follow from a personnel freeze over the balance of this fiscal year.

2. Office of Finance

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Present overall strength authorization is [REDACTED] with roughly 75% clericals and 25% professionals. We estimate that a conservative projection of past attrition would result in the loss of 17 clerical positions and five (5) professional positions. The loss of clericals will fall evenly between the Audit and Certification Division and the Compensation Division. Audit and Certification Division will lose eight of [REDACTED]. Bill paying to contractors and vendors will slow down as will the servicing of complaints. We will have more errors and a deterioration of the production. Better workers will request transfers out. Compensation will lose nine (9) of [REDACTED]. Payroll is presently understaffed and has requested additional help. Here again the error rate will increase, the correction process will slow down, the amount of administrative support outside of this Office to help employees resolve pay problems will increase and good employees will ask for work in other units.

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3. The loss of five (5) professional positions inside the Office would mean discontinuation of efforts to improve all financial systems including payroll, participation in LIMS, automation of the overseas accounting system, the cash management in Monetary Division and the [REDACTED]. As you know, we are already asking for 23 positions to assist these efforts. All remaining professional manpower would be fully occupied in maintaining present production tasks. In effect we would eliminate future planning in order to meet current responsibilities.

4. Finance Career Service

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There are presently [REDACTED] positions outside of the Office of Finance staffed by Finance careerists. Most of these people are in

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small groups providing decentralized financial services to Headquarters units. Approximately [] are in singleton field or overseas locations. The freeze would reduce this group by [] based on a conservative estimate. Small units in Headquarters will have to absorb manpower losses ranging from ten to fifty percent. Field units will require some replacements or stop functioning as finance centers. The Office of Finance will not be able to provide assistance as we have in the past. The net result will be late accountings, some loss of control over funds, and some loss of validity to management information and decisionmaking on resources.

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5. Attached for your information are some numbers showing historic losses over the last four years in the MF Service. Our estimates for 1981 are a simple average of the past and are very conservative.

[]

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Edward L. Sherman

Att

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SUBJECT: Ops Training Requests for Exceptions to Hiring Freeze

1. Exceptions requested by operations training follow:

a. Hiring an annuitant as an independent contractor to work in the Covert Instruction Division. Discussions were initially held with the annuitant in late November 1980. The annuitant is almost fluent in Spanish and was specifically processed for employment to work with Spanish speaking agents and liaison services. He is scheduled to conduct a long training program in [REDACTED] If he cannot be hired as an independent contractor LA division will either cancel the commitment to liaison to conduct the previously agreed training program or delay the implementation of the program.

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b. Hiring an annuitant to serve as an instructor in the Soviet Realities Course. This officer, who has exceptional Russian language and area knowledge ability was first approached in September 1980 but because of his unusual background, considerable delay resulted in processing his case. If he cannot be employed it will be necessary to cancel the Soviet Realities Course which begins on 9 February 1981. This course is one of the essential aspects of the [REDACTED] processing mechanism. Students who attend the course come from the FBI, the military services and the Agency. The course cannot repeat cannot be offered unless this annuitant is employed.

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c. Part time training assistant at the [REDACTED] [REDACTED] to provide clerical support to four reports courses. Currently a GS-14, the course manager, performs these clerical duties in the evenings and on weekends. What is necessary is a 30 hour a week WAE clerical to provide the necessary support to these four courses.

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[REDACTED]

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[REDACTED]